

City of Chattanooga, TN
Personnel Class Specification

Class code 0172

FLSA: Exempt

CLASSIFICATION TITLE: SPECIAL PROJECTS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide staff support to the Mayor's Office in coordinating citywide projects; performing grants administration duties; researching, developing and evaluating policies and programs; monitoring state and federal legislation; overseeing board appointments; and serving as liaison to the general public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Analyzes city programs and services to identify effectiveness and needed improvements in methods, procedures and policies in the delivery of municipal services and programs; conducts related research and prepares reports and recommendations.

Coordinates special projects involving intradepartmental participation; plans and coordinates project activities; assists in developing goals and objectives; monitors progress of on-going and completed work; evaluates the effectiveness of projects; prepares related reports.

Creates networks and coalitions to promote community outreach, obtain public input in municipal government, and enhance public-private partnerships in implementing city programs and services.

Serves as staff representative on various committees; plans meeting agenda, presides over and/or attends meetings, and provides administrative support as requested.

Identifies potential grants for funding city services and programs; prepares and files grant applications; coordinates administrative activities and provides technical assistance to departments to ensure compliance with city financial policies and agency funding requirements; prepares grant performance reports.

Assists in performing legislative analysis work; duties include coordinating staff review of legislation; researching the impact of legislation on city government;

monitoring the status of legislation; preparing City Council resolutions; coordinating lobbying activities and maintaining contact with federal and state legislators.

Oversees the recruitment of citizens to serve on city boards and committees; coordinates the application review process; serves as liaison with board chairs in outlining the responsibilities and scope of various positions.

Provides staff support to city boards and committees; attends meetings; maintains records and files of board minutes, resolutions, recommendations and reports.

Assists with the development of special groups and organizations involving community participation such as neighborhood associations.

Researches, gathers, and tabulates statistics, data and information for various surveys, tables and lists.

Confers with organization representatives, citizens, business leaders, civic leaders and others regarding various city programs, services and community activities.

Handles telephone calls and letters from the general public; routes complaints, inquiries and problems to the appropriate department and staff; follows up with letter or phone call to resolve matter.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business or public administration, or closely related field; supplemented by three (3) to five (5) years previous experience and/or training that includes management analysis, organizational and general administrative work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.